

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-064

OPENING DATE: 29 February 2008

CLOSING DATE: 31 March 2008

ANTICIPATED FILL DATE: 11 May 08

POSITION TITLE AND NUMBER

Program Analyst
PDNC #70364000, MD # 1310-02L

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J1
NCARNG, Raleigh, North Carolina

GRADE AND SALARY(Includes Pay Adj. of 16.82)

GS-0343-09 \$46,489.00-\$60,440.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with the application. *To substitute education for experience, the transcript MUST be included with the application.*

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 24 months of specialized experience*) that provided that KSA. Each KSA must reflect a minimum of 24 months experience. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of management principles, organizational theory and techniques of analysis.
2. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans.
3. Ability to prepare and present detailed briefings to the chief, management and other involved on subjects pertinent to the organization's functions.

CONDITIONS OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCNG). NCNG status (military grade, assignment, MOS/SSI/AFSC, military unit) and experience must be entered on the application.

SECURITY CLEARANCE: Must have a security clearance at the Secret level.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory (Enl: 44; Predominant MOS of Unit or Organization).

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in a State Headquarters directorate or division level office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans. This position requires military membership. It is designated for National Guard enlisted incumbency only. The guidance for "Enlisted Only" was made based on the emphasis to assist mid-level management in the daily business of program management. While this position is intended to assist managers, it is not responsible for establishing policies or managing resources. The position requires a more narrowly defined focus of a specific functional area, i.e., personnel, logistics, training, operations, etc. Incumbent performs duties necessary to accomplish program analyst functions and provide for customer services in support of programs essential to state Army or Air National Guard daily readiness missions. Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate or division summaries from reports submitted by Major Subordinate Commands (MSC)*. Summarizes and interprets significant data collected and relates this data to the organizations program actions; identifies and analyzes deficiencies in resource consumption, training, workload and scheduling, and evaluates deviations from standards, plans, and estimates to determine cause and impact on missions. Assists management in interpretation and utilization of reports and information provided. Develops various visual media to present trends, performance status, capability and related management information. Aids functional areas in identifying areas of record documentation and procedures that can be streamlined, combined or improved and initiates methods to operate under the new or revised system. Implements management control plans. Provides recommendations to subordinate organizations for proper management of programs. Recommends funding allocations and monitors expenditure to ensure allocations are being utilized as planned and are not being exceeded. Adjusts allocations as needed. Report expenditure status to management and National Guard Bureau (NGB) as required. - Based on budget guidance received from higher headquarters, develops an annual budget for programs. Reviews prior and current budgets/funding trends, compiles funding projections and prepares funding recommendations. Anticipates requirements for program funds by reviewing execution plans and recommends appropriate action such as reprogramming funds from one program to another to correct funding shortfalls. This requires close coordination with major subordinate commands and comptroller personnel, and an in-depth understanding of the status of the projects and contracts, their completion status and their significance to ensure that the recommendations made will allow for the successful completion of management programs. Reviews the status of program milestones requests payment of funds after it has been determined that the requirements have been properly satisfied. Researches and interprets personnel and training regulations, DA Pam's, Circulars, and NGB guidance. Works concurrently with management to develop state program policies and procedures. Provides advice and assistance to management on accountability and legality of operating programs. As needed, makes MSC assistance visits to ensure policies and procedures are being adhered to. Conducts training for proper management and accountability of programs. Assists management in preparing guidelines and instructions to MSCs for development of the yearly State Operating Budget (SOB). Reviews data on program requirements (e.g. manday requirements, commercial transportation requirements, temporary employment requirements, etc.) to support and justify each separate program by appropriation/activity. Develops and prepares current year program spreadsheets. Advises management on timing of obligations and expenditures for Cooperative Agreement service contracts, equipment acquisitions and other unusual commitments. Verifies that obligations and expenditures occur on a timely basis IAW current year program and monthly schedule of obligations and expenditures. Ensures resources are available and are being properly and effectively expended to support program objectives. Monitors and tracks obligations and expenditures throughout the execution phase. Investigates and prepares explanations of deviations from estimates or program objectives and develops recommendations to managers for budgetary adjustments. Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Review trends and performs analysis of separate budget activities then provides information to management. Projects requirements for program requirements. Validates and refines inputs which have fluctuated. Monitors daily expenditure rates associated activity programs. Reviews daily and monthly funding documents to determine if updates are correct or require further action. Develops, collects, and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to the effective date. Applicants will be advised in writing at the interview. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 60015. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974